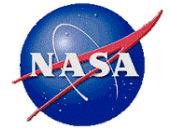


**GODDARD SPACE FLIGHT CENTER
REQUEST TO PERMANENTLY WITHDRAW RECORDS**



(Submit Completed Form to Code 271)

Records created in the conduct of GSFC business are the property of GSFC. Records that are placed in off-site storage at the Washington National Records Center (WNRC) can be permanently withdrawn by the owning organization provided that the request is adequately justified and once withdrawn, the records are controlled and dispositioned in accordance with NPR 1441.1. When business needs do not require records be permanently withdrawn, owning organizations can request a temporary withdrawal from the WNRC on a GSFC Form 22-70, Request to Temporarily Withdraw Records.

REQUESTER NAME	ORGANIZATION CODE	BLDG	ROOM
----------------	-------------------	------	------

EMPLOYEE ACCEPTANCE

GSFC business requires the permanent withdrawal of the records listed below. I agree to manage these records in accordance with established policy and maintain the integrity of the records by following retention and disposition requirements. When necessary, I will re-accession the records.

REQUESTER SIGNATURE	DATE
DIRECTORATE RECORDS LIAISON OFFICER (RLO) AUTHORIZATION	DATE
NAME: _____ SIGNATURE: _____	

RECORDS CONTROL INFORMATION

OWNING ORG CODE	ACCESSION #	BOX #	RECEIVED BY (Print Name and Initial)	DATE

Justification for Permanent Withdraw

REQUESTER'S NAME AND SIGNATURE	DATE
--------------------------------	------

INTERNAL USE ONLY

RECORDS MANAGEMENT APPROVAL	DATE
-----------------------------	------